

Meeting Information

Date: 4/4/22

Location: Online - Zoom

Time: 7:00PM

Note Taker: Rachel Carballo

Meeting Type: Burkittsville Planning and Zoning Commission

Attendees: Jayme Marshall, Kevin Cromer, Rachel Carballo, Jillian Savage, Paul Goldstein, Jamee Robinson, Mayor Deb Burgoyne

Agenda Items, Decisions, and Details

Meeting called to order at 7:03pm

No additions to the agenda

March minutes edits – Larry Hefner’s presence was not an executive session; it will be re-titled Larry Hefner discussion. With that addition, motion to approve the minutes made by Kevin and seconded by Jillian.

Paul Goldstein has resigned. This is his last meeting.

Zoning Administrator Report: Paul Goldstein

Paul is in touch with South Mountain Creamery (SMC) trying to be certain that their application is as full as possible. He will write his report for us. Many of their answers are vague, so during the meeting we can ask them to explain more fully.

There will be further discussion and analysis on the demolition decision to determine if it will become a subdivision issue. Paul wrote an email to the Beavers to inform them of their options. Jayme will forward that email to the commissioners. One deed may need to be divided into two and that is a complicated process.

Tim Stronge would like to remove trees and repair the sidewalk in front of his house. Paul explained the ordinances that apply to that.

Each person needs to review their packet from the SMC application and come up with questions for them individually. The comprehensive plan and the ordinances will be applied to determine if the application is consistent with them.

Kevin has a question regarding the barns being removed from the historic registry if it is subdivided from the house, so he will ask the town lawyer, Larry Hefner.

Rachel will send out the chart on new ordinances, so commissioners can enter a deadline for themselves, though new ordinances will not be discussed until our June meeting, at the earliest.

Jayme will ensure that SMHS is available for the May meeting. She will touch base with Larry Hefner to ensure that he can attend the May hearing.

Jayne finalized the public notice today and the SMC application is now online. A couple placards will be placed on the property.

Jayne will develop the agenda for the May hearing.

During the hearing, each commissioner will vote individually.

The applicant will talk first. Commissioners then ask questions of the applicant and then the public will be allowed to give their input. The applicant can have a final word and then the panel will speak out loud about how they feel about the application and what they've heard and then the commission will vote. If the commission is not certain because there are consequential gaps that aren't answered in the hearing, P&Z can postpone the vote until June and have a second hearing in June.

There can be a break during the hearing if it is needed to de-escalate tension.

Commissioners can abstain from voting.

Mayor Deb will ask the Board of Appeals to take the training.

Paul looked it up and found that if an applicant wants to object, they will go to the courts.

Mayor Deb had the engineer come out this week. He is going to give her a quote to begin the work laid out in the Green Streets Master Plan. Mayor Deb is concerned that their plans will interfere with the GSMP. The applicant does not have a copy of the GSMP. Jayme reviewed the GSMP, but she did not find any conflicts. Mayor Deb said there is an electronic copy of the GSMP. It is not on the website. Mayor Deb was informed that were she to share the electronic format of the GSMP, it could be added to the website, so all residents could access it. The engineer is going to send a letter explaining how the applicants plans interfere with the GSMP.

Section 9.02 – environmental manager is the zoning administrator.

April 13th is Paul's last day with the Town of Burkittsville. The Mayor and Council need to hire a new zoning administrator. They may have another designee to fill in for Paul. The Mayor and Council need to remove his name and contact information from the website and it will need to be replaced with someone else. Residents need to have someone to contact on applications.

p.100 14.20 Sidewalk ordinance. The sidewalk ordinance was highlighted because it may pertain to the SMC subdivision and also Tim Stronge plans to request a permit to make changes to his sidewalk.

Jillian submitted a request to add a fence to her backyard.

Shelby Beaver plans to submit an application for subdivision.

Additional Information

Next P&Z Meeting: Tuesday, May 3, 2022 at SMHS at 6pm – South Mountain Creamery Hearing

Jillian motioned to adjourn and Rachel seconded.

